



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.2 HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 5.2.1A  
(Individual)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.2.1A NFPA 1021, 2003 Edition		<b>TASK:</b> Initiate action to maximize member performance and/or to correct unacceptable performance so that member and/or unit performance improves or the issue is referred to the next level of supervision.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing, to solve problems, and to counsel members.					
<b>CONDITIONS:</b> Given actual or simulated member performance scenario and human resource policies and procedures.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Adequately describe the nature of the problem to the member				
2.	Explain the appropriate level of performance expected from the member				
3.	Develop appropriate action(s) to correct unacceptable performance				
4.	Clearly communicate the corrective action to the member				
5.	Ensure action taken complies with appropriate human resource policies, procedures, or guidelines				
6.	Complete a clear and concise written report, reasonably free of grammatical/spelling errors, to document the problem and action taken				
7.	Refer issue to next level of supervision (if required)				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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**Evaluator (Print & Sign)**                      **Date**                      **Candidate**                      **Date**

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**Re-Test Evaluator**                      **Date**                      **Re-Test Candidate**                      **Date**



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.2 HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 5.2.1B  
(Team)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.2.1B NFPA 1021, 2003 Edition		<b>TASK:</b> Initiate action to maximize team performance and/or to correct unacceptable performance so that the unit performance improves or the issue is referred to the next level of supervision.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing, to solve problems, to increase team work, and to counsel members.					
<b>CONDITIONS:</b> Given actual or simulated team performance scenario and human resource policies and procedures.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Communicate the nature of the problem to the team member in a clear and concise manner				
2.	Explain a suitable level of performance expected from the team member				
3.	Develop appropriate action to correct unacceptable performance				
4.	Clearly explain the corrective action to the team member				
5.	Ensure action taken complies with human resources policies, procedures, or guidelines and facilitates teamwork				
6.	Complete a clear and concise written report to document the problem and action taken				
7.	Refer issue to appropriate next level of supervision (if required)				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.2 HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 5.2.2

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.2.2 NFPA 1021, 2003 Edition		<b>TASK:</b> Evaluate the job performance of assigned members so each member performance is evaluated accurately and reported according to human resource policies and procedures.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing and to plan and conduct evaluations.					
<b>CONDITIONS:</b> Given actual or simulated personnel records and evaluation forms.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluate each member's performance accurately according to available information				
2.	Document the performance appraisal rating assessments in a clear and legible fashion reasonably free from grammatical/spelling errors				
3.	Explain the performance appraisal rating assessments to member in a clear, concise manner				
4.	Maintain privacy while conducting a performance evaluation interview using the member's job description				
5.	Develop a written performance improvement plan, based on the substantiating documents, that serves to enhance member performance				
6.	Process performance reports in accordance with applicable human resource policies and procedures				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.4 ADMINISTRATION

Evaluation Sheet: 5.4.1

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.4.1 NFPA 1021, 2003 Edition		<b>TASK:</b> Develop a policy or procedure so that the recommended policy identifies the problem and proposes solutions.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate in writing and to solve problems.					
<b>CONDITIONS:</b> Given need for the development of a policy or procedure.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify the problem correctly				
2.	Establish the need for policy or procedure				
3.	Develop a proposed solution to accomplish the needed policy or procedure				
4.	Document the needed policy or procedure in proper written format that is clear, concise and reasonably free from grammatical/spelling errors				
5.	Describe costs and benefits of proposed policy or procedure (if applicable)				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.4 ADMINISTRATION

Evaluation Sheet: 5.4.2

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.4.2 NFPA 1021, 2003 Edition		<b>TASK:</b> Develop a project or divisional budget request so that the request is in the proper format and is supported with data.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate in writing a budget request.					
<b>CONDITIONS:</b> Given actual or simulated fiscal needs and budget forms.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop a written budget request				
2.	Prepare a budget request in the proper format (include specifications, descriptions, catalog numbers, etc.)				
3.	Correctly determine capital, operating, and personnel costs				
4.	Justify the need for the budget request with supporting data				
5.	Suggest a source of revenue to support request				
6.	Prepare a written request that is clear, concise, understandable, and reasonably free of spelling/grammatical errors				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.4 ADMINISTRATION

Evaluation Sheet: 5.4.3

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.4.3 NFPA 1021, 2003 Edition		<b>TASK:</b> Describe the process of purchasing, including soliciting and awarding bids, in order to ensure competitive bidding.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to clearly describe the process of purchasing, including soliciting and awarding bids both orally and in writing.					
<b>CONDITIONS:</b> Given established specifications.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Gather all applicable information				
2.	Describe orally and in writing the purchasing process, including:				
	a) Determining the source and availability of funds				
	b) Creating bid specifications to include fire prevention and legal requirements				
3.	Describe orally and in writing the bid soliciting process, including:				
	a) Pre-bid meeting to explain vendor requirements				
	b) The purchasing department function, including:				
	• Issuing bid requests to qualified bidders • Setting date for opening of the bids • Handling bids				
4.	Describe orally and in writing the process of awarding bids, including:				
	a) Evaluating certified bid proposals based on original specifications				
	b) Scoring certified bid proposals				
	c) Awarding purchase contract				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Evaluator

Date

Re-Test Candidate

Date



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.4 ADMINISTRATION

Evaluation Sheet: 5.4.4

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.4.4 NFPA 1021, 2003 Edition		<b>TASK:</b> Prepare a news release so that the information is accurate and formatted correctly.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing a news release.					
<b>CONDITIONS:</b> Given an actual or simulated event or topic scenario, news release, policies and procedures, pen/pencil and paper, and the computer (if available).					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Gather all applicable information				
2.	Prepare a written news release according to policy and procedures				
3.	Utilize proper news release format				
4.	Produce a clearly written document reasonably free of spelling/grammatical errors				
5.	Effectively communicate information orally and in writing				
6.	Message adequately covers the event/topic				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.4 ADMINISTRATION

Evaluation Sheet: 5.4.5

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.4.5 NFPA 1021, 2003 Edition		<b>TASK:</b> Prepare a concise report for transmittal to a supervisor.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate in writing and to interpret data.					
<b>CONDITIONS:</b> Given actual or simulated fire department record(s) and a specific request for details such as trends, variances, or other related topics.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly access and interpret data from given sources				
2.	Create a clear and concise written report for transmittal to supervisor				
3.	Use appropriate form or format to process information				
4.	Include supporting statistical data and/or analysis to qualify interpretations				
5.	Produce a clearly written document reasonably free of spelling/grammatical errors				
6.	Report directly addresses the specific request for information				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date





# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.5 INSPECTION AND INVESTIGATION

Evaluation Sheet: 5.5.1

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.5.1 NFPA 1021, 2003 Edition		<b>TASK:</b> Describe the procedures for conducting fire inspections so that all hazards, including hazardous materials, are identified, appropriate forms are completed, and appropriate action is initiated.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate in writing and to apply the appropriate codes.					
<b>CONDITIONS:</b> Given any of the following occupancies: <i>Assembly, Educational, Health care, Detention or Correctional, Residential, Mercantile, Business, Industrial, Storage, Unusual Structure, or Mixed Occupancies.</i>					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Contact occupants in a courteous and professionalism manner				
2.	Emphasize the importance of gaining cooperation from occupants				
3.	Exhibit professional appearance and demeanor				
4.	Identify all hazards, including type and location of hazardous materials				
5.	Apply the appropriate code requirements				
6.	Accurately communicate findings in writing that are readable, accurate, and free of spelling/grammatical errors				
7.	Accurately complete all of the applicable forms				
8.	Initiate appropriate follow-up action				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.5 INSPECTION AND INVESTIGATION

Evaluation Sheet: 5.5.2

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.5.2 NFPA 1021, 2003 Edition		<b>TASK:</b> Determine the point of origin and preliminary cause of a fire to determine if arson is suspected.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing and to apply knowledge using deductive skills.					
<b>CONDITIONS:</b> Given an actual or simulated fire scene, photographs, diagrams, pertinent data, and/or sketches.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Utilize all sources of incident information available				
2.	Apply fire investigation knowledge using deductive reasoning skills to determine point of origin				
3.	Apply fire investigation knowledge using deductive reasoning skills to determine preliminary cause				
4.	Determine if there is cause to suspect arson using appropriate investigative techniques				
5.	Communicate findings accurately				
6.	Document the procedure and the results of preliminary investigation in a manner that is readable, accurate, and free of spelling/grammatical errors				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.6 EMERGENCY SERVICE DELIVERY

Evaluation Sheet: 5.6.1A  
(HazMat Incident)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.6.1 NFPA 1021, 2003 Edition		<b>TASK:</b> Produce operational plans so that required resources and their assignments are carried out in compliance with approved safety procedures for the successful control of the incident.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to implement an incident management system, to communicate verbally, and to supervise and account for assigned personnel under emergency conditions.					
<b>CONDITIONS:</b> Given an actual or simulated hazardous materials incident.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Implement an incident management system applicable to the incident's complexity and management needs				
2.	Develop an incident action plan that accounts for the incident priorities and establishes strategic objectives				
3.	Identify resource requirements for successful control of the incident				
4.	Communicate incident assignments in a clear, concise, and understandable manner				
5.	Address necessary safety precautions in compliance with approved safety procedures and implement a personnel accountability system				
6.	Supervise assigned personnel under emergency conditions in a safe and efficient manner				
7.	Account for assigned personnel and their activities while operating under emergency conditions				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.6 EMERGENCY SERVICE DELIVERY

Evaluation Sheet: 5.6.1B  
(Emergency)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.6.1B NFPA 1021, 2003 Edition		<b>TASK:</b> Produce operational plans so that required resources and their assignments are carried out in compliance with approved safety procedures for the successful control of the incident.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to implement an incident management system, to communicate verbally, and to supervise and account for assigned personnel under emergency conditions during multi-unit operations.					
<b>CONDITIONS:</b> Given an actual or simulated emergency incident requiring multi-unit operations.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Implement an incident management system applicable to the incident complexity and management needs				
2.	Develop an incident action plan that:				
	a) Accounts for incident priorities; AND				
	b) Establishes strategic objectives				
3.	Identify resource requirements for successful control of the incident				
4.	Communicate incident assignments in a clear, concise, and understandable manner				
5.	Address necessary safety precautions in compliance with approved safety procedures and implement personnel accountability system				
6.	Supervise assigned personnel under emergency conditions in a safe and efficient manner				
7.	Account for assigned personnel and their activities while operating under emergency conditions				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



# FIRE PROTECTION BUREAU

## FIRE OFFICER II

### 5.7 HEALTH AND SAFETY

Evaluation Sheet: 5.7.1

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 5.7.1 NFPA 1021, 2003 Edition		<b>TASK:</b> Analyze a member's accident, injury, or health exposure history so that a report (including action taken and recommendations given) is prepared for a supervisor.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.					
<b>CONDITIONS:</b> Given an actual or simulated case study.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Analyze accident, injury, occupational illness, or death reports				
2.	Prepare a clear and concise written report that communicates findings to a supervisor				
3.	Include all contributing factors in the report based on case study information				
4.	Identify unsafe work environment and/or behavior				
5.	Document remedial actions taken in a manner that is readable, concise, and free of spelling/grammatical errors				
6.	Provide a supervisor with a report detailing recommendations for further action to prevent reoccurrence				
<b>RETEST APPROVED BY:</b>		<b>RETEST EVALUATOR:</b>			

Evaluator/Candidate Comments: \_\_\_\_\_

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_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date